

# Program Manager Job Description

## Job Summary

Empowered Black Girl Program Manager is responsible for overseeing and coordinating the non-profit organization's programs and services. The program manager will work with the team to develop and implement program strategies that align with the EBG's mission and goals.

## Duties and Responsibilities

- Develop and implement program strategies that align with EBG's mission and goals.
- Work with program director to develop program goals, objectives, and timelines.
- Oversee the development and implementation of program budgets.
- Coordinate program activities and monitor program progress to ensure the achievement of program objectives.
- Develop and maintain relationships with program partners, including funders, community organizations, and other stakeholders.
- Recruit, train, and supervise other program volunteers.
- Evaluate program effectiveness, identify areas for improvement, and implement changes as needed.
- Develop and maintain program policies and procedures, ensuring compliance with legal and ethical requirements.
- Collect and analyze program data, including program outcomes, participant feedback, and program expenses, to inform program planning and evaluation.
- Perform other duties as assigned by the executive director or other senior staff members.

## Requirements

- Bachelor's degree in a related field, such as non-profit management, social work, or public administration preferred but not required.
- Experience in non-profit program management, including program planning, implementation, and evaluation.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines.
- Excellent communication skills, both written and verbal.
- Knowledge of program evaluation methods and data analysis techniques.
- Ability to work independently and as part of a team.
- Knowledge of legal and ethical requirements related to non-profit programs.
- Passion for the non-profit sector and a commitment to the organization's mission.

This job description is intended to convey information essential to understanding the scope of EBG's program management needs and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

